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This example views a report in a public folder under Folders .

The same methodolgy applies to viewing reports in personal folders under My Documents .

1 Click/expand Folders . **2** Click the plus sign **+** to the left of the 📁 Public Folders icon to expand it. It will switch to a minus sign **–**, indicating the folder is expanded. **3** Click on the plus sign **+** to the left of the appropriate subfolder. **4** When a folder/subfolder has no sign, plus or minus, there are no subfolders under it, only reports. **5** Click the folder name/icon and the available report titles will be displayed. **6** **Double** click the Title of a report to view it.